

**Frequently Asked Questions
For
University of Mary Washington, College of Graduate and Professional Studies and
Defense Acquisition University Stafford Campus**

Background: The Capital and Northeast Region (CNE) of the Defense Acquisition University (DAU) is responsible for executing the DAWIA training for the Acquisition Work Force within their region. Additional space is needed to conduct required classes as part of the FY 10 workload. The Mid Atlantic region may also utilize this space on as needed basis.

Scope – These administrative procedures standardize processes to meet the obligations and responsibilities of both parties for contract number W9QV1-09-P-0510. These procedures are not intended to change the conditions of the contract and any requests that could change the price or cost to the government must be approved by the Government Contracting Officer in advance.

Points of Contact

- **DAU Liaison:** Mr. Tim Mead, DAU Liaison may be contacted at 540-286-8056 (O UMW), 703-805-3615 (O Belvoir) or e-mail tim.mead@dau.mil. Mr. Mead is on site all day Monday and Friday. Tuesday – Thursday 1300 -1600.
- **UMW Program Director:** Mark Safferstone PhD, 540-286-8013
- **UMW Event Coordinator:** Mrs. Susan Lafayette 540-286-8012
- **UMW Front Desk:** 540-286-8000.

Key Information

Classrooms: Are located in the South building (one with the flag pole in the front). Rooms 115 and 116 have a computer per student. We also use classrooms on the second floor for non-computer intensive offerings. We can place a laptop per table in rooms on the second floor.

Copying and Fax: All copying should be done at Ft. Belvoir. Short Fax (3-5 pages) can be sent by personnel at the front desk to the left as you enter the lobby. You may have the full package of student registrations faxed to Belvoir but please check to see if Mr. Mead will be going to Belvoir before doing this.

Directions: Available at <http://www.umw.edu/visitors/directions/default.php> Please scroll down on the page to the School of Graduate and Professional Studies.

Emergency Points of Contact: In the event of an emergency students please contact the following individuals and the student will be pulled from class for notification: **(911 on any phone)**

University Police Non-Emergency 540-654-1025

University Fire Marshal: 540-654-2108

University Emergency Manager and Safety Officer 540-654-2096

Ast. Vice President for Public Safety and Community Services: 540-654-1234

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Fitness Facilities: There are numerous fitness facilities in the local area. Phone numbers and addresses are available on the following link:

<http://www.bing.com/search?q=Fredericksburg+%2B+fitness+Centers&src=IE-SearchBox>. Quantico Marine Corps Base is 30 minutes north of UMW and has several base gyms.

Food & Drink: Light snacks and drinks with lids may be consumed in the classroom. Please take breakfast or lunch in the student break area. Student break area with vending machines and tables are available to the right of the lobby as you enter the building. There is no change machine and UMW is not resourced to make change. There is easy access to a wide range of eating establishments east of the campus on route 17; all within a 5 or 10 minute ride.

IT and Video Services Support: Guest Wireless Access is available. Set you computer to located available wireless networks, scroll to the bottom of the UMW page and select Guest Access.

All seats in the classrooms 115 and 116 have a computer connected to the UMW network.

Flash drives and R/W CDs are authorized.

Shared drive is available and accessed as follows:

Select red Novel Icon on the bottom menu. Username: dau, PW: CGPSdau , Select Advanced in the pop up. Tree is Mary. Contexts is GRCE.STAFF.MWC

Please report IT or video service problems to the Tim Mead, Susan Lafayette or Doctor Mark Safferstone. If these individuals are not available please contact UMW Help Desk 540-654-2255 and ask them to contact James Ashmore.

Parking: Parking is located directly in front of the building and is first come first served.

Rest Rooms are located to the extreme right and left of the building on the ground floor. On the second floor they are to the far left at the top of the stairs.

Room Access and Set Up: Classes will be set up in accordance with the Standard Course Requirements list available at <https://daunet.dau.mil/sites/hqpr/hqprm/s/default.aspx>. This includes break out rooms. You must use Citrex or be on the DAU intranet to access this document. Second floor is accessible via elevator.

Severe Weather: DAU Liaison will keep instructors informed on weather conditions. DAU will follow delay and closure based on UMW standards unless previous arrangements are made. UMW Info Line 540-654-2424.

Special Needs Students: UMW has elevators for access to the second floor. Any other special needs may be coordinated with Mr. Mead or Mrs. Susan Lafayette.

Special Requests: Please direct special requests to the DAU Liaison.

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Supplies: DAU supplies are kept in the storeroom at the front of classroom 116. These include standard DAU classroom materials and paper for the printers. For supply replenishment contact the DAU Liaison or Ms. Robin Stephens at 703-805-3465 or Elaine McQueeney 703-805-3438. UMW supplies toner cartridges for the Dell classroom printers.



UNIVERSITY OF
MARY WASHINGTON

STAFFORD CAMPUS

South Building – 121 University Boulevard

